

**CLASS TITLE: COMPLIANCE EVALUATION/STANDARDIZATION  
OFFICER**

**Class Code: 02901600**

**Pay Grade: 31A**

**EO: A**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To train, standardize, and evaluate inspectional staff in identification and elimination of public health hazards and in enforcement of the Food Code and other Office of Food Protection rules and regulations; to participate in development of program objectives and procedures; to evaluate program performance and recommend changes or new activities; to train inspectional staff, instructors, and others in Hazard Analysis Critical Control Point (HACCP) applications, plan review, epidemiology, and other areas; and to do related work as required.

**SUPERVISION RECEIVED:** Receives general direction from a superior as to policies and objectives with considerable latitude for the exercise of independent judgement and initiative; work is subject to review through conferences and review of reports for conformance with departmental rules, regulations, and policies.

**SUPERVISION EXERCISED:** Plans, assigns, supervises, and reviews the work of a subordinate staff within the Office of Food Protection.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To standardize and evaluate inspectional staff in the identification and elimination of public health hazards and the uniform and appropriate enforcement of the Food code and other Office of Food Protection rules and regulations.

To plan, develop, and evaluate training of all staff engaged in identification and correction of public health hazards and assuring compliance with rules and regulations in: restaurants, food processors, nursing homes, hospitals, youth camps, recreational facilities, school/day care centers, and other regulated facilities.

To embargo and oversee the disposal of food products found unfit for human consumption, and evaluate for imminent hazards to health which warrant closure of the facility.

To train others to assess causes of specific hazards and violations to determine if training, changes in physical facilities or procedures, or regulatory action is needed.

To evaluate the effectiveness of food protection manager certification courses.

To evaluate data relative to the office's food protection programs and to recommend improvements and modifications to insure maximum effectiveness and efficiency.

To participate in the planning and designing of methods and procedures to deal with investigations relative to food related illnesses or injury, food complaints, and food tampering issues.

To recommend revisions to existing applicable laws, regulations, and policies for the purpose of program improvement and to assist in writing new legislation, regulations, and procedures.

To coordinate research activities between the office and educational/research institutions.

To prepare, or assist in the preparation of, scientific reports, publications, informational letters, news releases, and institutional materials relative to food protection and environmental health.

To provide 24 hour beeper and emergency response to foodborne outbreaks, fires in food establishments, vehicular and nuclear plant accidents, incidents of food and water contamination, power outages, and natural disasters involving food products.

To act in an advisory/consultative capacity to boards, commissions, legislative committees or other private or public agencies on matters of food protection.

To represent the office during testimony before legislative committees, boards, and commissions relative to food protection and environmental health.

To attend conferences, seminars, or meetings in order to keep up-to-date on Food Code interpretations and other food safety issues.

To analyze and interpret the results of field and laboratory work.

To perform mathematical computations and to use and teach others to use a computer to generate reports for electronic mail.

To conduct investigations which may require kneeling, bending and lifting while at times being exposed to hazardous conditions such as extremes of heat and cold, fire damaged buildings, and exposure to ill individuals or potential illness causing conditions.

To perform related duties as required.

## **REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** Thorough knowledge of the causes, impacts and prevention of public health problems in regulated establishments; a thorough knowledge of the biological, physical, and chemical causes of foodborne illness; a thorough knowledge of legal aspects of enforcement; an advanced knowledge of food microbiology as it applies to preventing foodborne illness; a thorough knowledge of the rules and regulations governing food establishments recreational facilities, and other licensed establishments; a thorough knowledge of FDA standardization procedures; a thorough knowledge of food processing techniques; the ability to review engineering and architectural plans and specifications to determine compliance with rules and regulations; excellent analytical and decision making skills; advanced knowledge of epidemiology; knowledge of chemistry and mathematical concepts including basic statistical analysis; the ability to teach and apply HACCP principles; the ability to use computers to record and organize data, and generate reports; the ability to analyze and interpret the results of field and laboratory work; the ability to evaluate conditions and prepare reports of conclusions, and corrective recommendations; excellent interpersonal and oral and written communication skills; the ability to train and evaluate others; the ability to plan, coordinate, and supervise; the ability to effectively communicate technically oriented information; the ability to establish effective working relationships with the public; assertive with the ability to deal with confrontational situations; the ability to work independently, organize work, and follow up to make certain that health hazards are eliminated; and related capacities and abilities.

## **EDUCATION AND EXPERIENCE:**

**Education:** Successful completion of a 4-year course of study leading to a Bachelor's Degree from a college of recognized standing with courses that included at least 30 semester hours in one or a combination of the following; Biological Sciences, Chemistry, Physical Sciences, Food Science/Technology, Nutrition, Medical Science, Engineering, Epidemiology, Veterinary Medical Science, Psychology, Adult Education, or related scientific fields that provided knowledge directly related to food protection and environmental health or obtaining behavioral change; and

**Experience:** Such as may have been gained through: employment as a Senior Environmental Health Food Specialist, Senior Sanitarian, Environmental Health Food Specialist, or Sanitarian in a regulatory agency for a total of at least 3 years. Up to 1 ½ years of this time may have been served as an Environmental Health Food Inspector.

**SPECIAL REQUIREMENT:** Conditions for appointment: Must, at the time of application and continually thereafter, be free from any conflict of interest involving regulated facilities. Must maintain standardization with the Food and Drug Administration (FDA) to evaluation compliance with the Food Code and HACCP standards. Must be FDA standardized prior to permanent appointment.

Class Created: June 7, 1998

Editorial Review: 3/15/2003